

[Date]

[Prospective Client Name]
[Prospective Client Address]
[City, State, Zip Code]

RE: Notice of Non-Engagement regarding [Project/Matter Name]

Dear [Prospective Client Name],

Thank you for consulting with [My Name/Firm Name] on [Date] regarding [brief description of potential project].

Following our discussion and a review of the proposed project requirements, it has become clear that we have differing perspectives regarding the necessary scope of work and the methodology required to complete this project successfully. As we are unable to reach a mutual agreement on these fundamental terms, I am writing to formally notify you that [My Name/Firm Name] will not be accepting this engagement.

Please be advised that we have not performed any work on your behalf, and no professional-client relationship has been established. Consequently, we will not be taking any further action regarding this matter.

I recommend that you contact another professional immediately to ensure your interests are protected and to avoid missing any relevant deadlines. We will return any original documents you provided during our consultation under separate cover.

Thank you for considering our services. We wish you the best in finding a partner that aligns with your specific project needs.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company]